

SECRET

25X1

PERSONNEL
January 1956IV. QUALIFICATION REQUIREMENTSA. KNOWLEDGES, ABILITIES, AND EXPERIENCE REQUIRED

Required experience must have comprised progressively responsible work which provided, for GS-5 and GS-7 levels, analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

For levels GS-9 through GS-12, experience must also have provided progressively greater knowledge of the methods, principles and practices associated with the planning, development, installation, and administration of a comprehensive records management program as found in large government agencies, or private industrial or business concerns; progressively increasing ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials operations.

The GS-12 level also requires the ability to plan and organize surveys, the ability to assume and delegate responsibility and ability to develop regulations, notices, staff studies, handbooks, and other forms of written material designed to implement records management procedures and practices.

For levels GS-13 through GS-15, experience must also have provided ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures and practices; ability to establish and maintain favorable working relationships with top executive personnel.

Examples of Experience: Business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, other experience providing a knowledge of general business or administrative methods, procedures, and practices; reports management, forms management, correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials programs; the preparation of records management handbooks or textbooks; or administrative activities such as organization and methods examining, program analysis, library science and archival science.

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Attachment 2

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GENERAL REQUIREMENTS

<u>Grade Level</u>	<u>Required Experience</u>
GS-05	3 yrs.
GS-07	4 yrs.
GS-09	5 yrs.
GS-11	6 yrs.
GS-12	7 yrs.
GS-13	8 yrs.
GS-14	10 yrs.
GS-15	12 yrs.

ALTERNATE REQUIREMENTS

Specialized Agency experience as an Incumbent of a position directly associated with substantive records management work.

6 months at the GS-04* grade level
6 months at the GS-05* or GS-06* grade level or any combination thereof.
12 months at the GS-7* or GS-8* grade level or any combination thereof.
12 months at the GS-9* or GS-10* grade level or any combination thereof.
12 months at the GS-11* grade level.
18 months at the GS-12* grade level.
18 months at the GS-13* grade level.
24 months at the GS-14* grade level.

*In addition to experience on which qualification to this grade was based.

B. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study in such fields as: Public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining and records management, may be substituted on the basis of one academic year of study for nine months of required experience.
2. Successful completion of all requirements for a Master's Degree in the fields shown above may be substituted for four years of required experience.
3. Successful completion of all required study for the Doctorate in one of the fields shown above, may be substituted for five years required experience.

C. PERSONAL CHARACTERISTICS

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

D. PHYSICAL CHARACTERISTICS

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

E. RECOMMENDED TRAINING**SECRET**